

Code of Conduct Compliance Evaluation

Date: [Insert Date]

To: [Employee Name]

[Employee Position]

[Company Name]

[Company Address]

Dear [Employee Name],

This letter serves to formally communicate the results of your recent evaluation regarding compliance with the company's Code of Conduct.

Evaluation Summary

Your adherence to the following key principles was assessed:

- Integrity and Honesty
- Respect for Diversity
- Confidentiality
- Responsible Use of Company Resources

Findings

The evaluation concluded with the following findings:

- Integrity and Honesty: [Insert Findings]
- Respect for Diversity: [Insert Findings]
- Confidentiality: [Insert Findings]
- Responsible Use of Company Resources: [Insert Findings]

Conclusion

Overall, your performance regarding the company's Code of Conduct has been: [Insert Overall Assessment].

Thank you for your commitment to upholding the values of [Company Name]. If you have any questions regarding this evaluation, please feel free to reach out.

Sincerely,

[Your Name]
[Your Position]
[Company Name]